



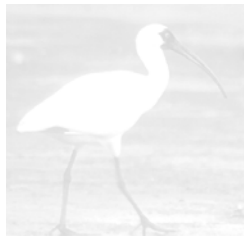
IDAHO BUSINESS INTELLIGENCE SOLUTION









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# Statewide Cubes User's Manual

# Table of Contents

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<b>Table of Contents .....</b>	<b>2</b>
<b>What is IBIS? .....</b>	<b>4</b>
<b>Manual Purpose.....</b>	<b>5</b>
<b>Opening Statewide Cubes .....</b>	<b>6</b>
<b>Statewide Cube Components .....</b>	<b>7</b>
Dimensions .....	7
Measures .....	7
Dimension Line .....	8
Display Toolbar .....	8
Display Toolbar Icons .....	9
 Options .....	9
 Calculate.....	9
 Zero Suppression.....	9
 80/20 Suppression.....	9
 Custom Exception Highlighting.....	10
 Custom Subset .....	12
 Help .....	13
 Return to Source .....	13
<b>Inserting Data .....</b>	<b>14</b>
Viewing and Inserting a Dimension .....	14
Adding Dimensions.....	15
Method 1: Drag and Drop Beside the Report.....	16
Method 2: Drag and Drop Over the Report .....	18
Method 3: Right Click .....	18
Method 4: Add from Dimension Line .....	20
<b>Additional Functions.....</b>	<b>21</b>
Drill Down .....	21
Using the Right Mouse Button .....	21
Using the Left Mouse Button .....	22
Filter.....	23
Adding a Filter .....	23
Removing a Filter .....	23
Nesting Categories .....	23

Drag and Drop.....	23
Right Click .....	23
Sorting Values .....	24
<b>Training &amp; Contact Information.....</b>	<b>25</b>

# What is IBIS?

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**I**BIS (Idaho Business Intelligence Solution) is a multi-agency effort to provide a business intelligence and data warehouse solution for the two legacy mainframe systems – STARS (Financial) and EIS (HR/Payroll).

## IBIS Allows You to

- Access and analyze accounting data (STARS)
- Access and analyze payroll data (EIS)
- Customize accounting and payroll reports
- View public reports in your organization
- Create and edit ad hoc reports
- Schedule and distribute reports

## IBIS Includes

**Cognos ReportNet** – a reporting solution designed to address the challenges inherent in enterprise-scale reporting. ReportNet has a Web based architecture designed for scalability, availability, and openness. It includes the programs: Query Studio and Report Studio.

**Query Studio** – Query Studio is the ad hoc reporting tool for Report Net, the Web based reporting solution. In Query Studio, you can:

- **View Data** – Connect to a data source to view data in a tree hierarchy. Expand the query subjects to see query item details.
- **Create Reports** – Use the data source to create reports, which you can save and reuse. You can also use an existing report to create a new report.
- **Change the Appearance of Reports** – Improve the layout of your report. For example, you can create a chart, add a title, or reorder columns for easy comparison.
- **Work With Data in a Report** – Use filters, summaries, and calculations to compare and analyze data.

**Report Studio** – Report Studio is a Web based tool which adds functionality to Query Studio that professional report authors use to build sophisticated, multiple-page multiple-query reports against multiple databases.

**Cognos PowerPlay** – is an OLAP (Online Analytical Processing) tool that lets users analyze large amounts of data with the click of a mouse. This gives agency managers the ability to slice and dice data in Statewide Cubes to quickly discover and address problems within their agency.

# Manual Purpose

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## Overview of Statewide Cubes

This user's manual was created to give Statewide Cube users an overview of the basic functionalities and design of Statewide Cubes.

Statewide Cubes are created by the Office of the State Controller and published for state agencies use. They allow agencies to explore the interactions between different dimensions of EIS and STARS information.

Using Statewide Cubes, agencies can:

- Explore information
- Compare data
- Add calculations
- Show actual values, percentages or currencies
- Filter data
- Zero suppress (80/20 suppress), highlight, and sort values
- Choose the type of display
- Control formatting and layout
- Drill down to lower-level categories and to details
- Export, save, print, or bookmark reports


# Opening Statewide Cubes



From the *Cognos Connection Portal*, click on the *State of Idaho Public Folders* tab.



Click State of Idaho Public Folders tab

Select the *Statewide Cubes* package.  [Statewide Cubes](#)

You will then have the option to choose from a list of cubes. For this tutorial, open *Employee Info Cube Rev1*.



The cube will open and display similar to the view shown below.

Cognos PowerPlay Web Explorer Statewide Employee Info Cube Rev1

Agency Positions with Incumbant Gender Position Status Class Code FLSA Appt Direct Deposit Age

Count of Active Emp Positions as values			
	Male	Female	Gender
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31
133 - CODE COMMISSION	3	0	3
140 - STATE CONTROLLER	38	52	90
150 - STATE TREASURER	6	11	17
160 - ATTORNEY GENERAL	90	93	183
170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)	48	106	154
180 - DIV - FINANCIAL MANAGEMENT	12	11	23
181 - OFFICE OF THE GOVERNOR	16	10	26
183 - PUB EMPLOYEE RETIREMENT SYS	17	48	65
185 - STATE LIQUOR DISPENSARY	105	174	279
186 - STATE INSURANCE FUND	91	157	248
187 - IDAHO COMMISSION ON AGING	7	19	26
188 - COMMISSION ON HUMAN RIGHTS	9	14	23
189 - COMM-BLIND & VISUAL IMPAIR	22	29	51
190 - MILITARY DIVISION	157	46	203
194 - DIVISION OF HUMAN RESOURCES	20	20	40
195 - OFFICE OF SPECIES CONSERVATION	4	1	5
196 - COMMISSION ON THE ARTS	2	9	11
200 - DEPT OF ADMINISTRATION	115	53	168
210 - DEPARTMENT OF AGRICULTURE	252	207	459

MEASURES

*Note: The report author sets the filters and settings that can be selected. You may not have access to all of the filters and settings that will be used in this tutorial.*

# Statewide Cube Components



## Dimensions

*Dimensions* are shown in the left frame, or the *dimension viewer*. As dimensions are added to the report, they will appear as *hyperlinks*.

**dimension viewer** →

**dimensions** →

**hyperlink** →

Count of Active Emp Positions as values	Male	Female	
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31
133 - CODE COMMISSION	3	0	3
140 - STATE CONTROLLER	38	52	90
150 - STATE TREASURER	6	11	17
160 - ATTORNEY GENERAL	90	93	183
170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)	48	106	154
180 - DIV - FINANCIAL MANAGEMENT	12	11	23
181 - OFFICE OF THE GOVERNOR	16	10	26
183 - PUB EMPLOYEE RETIREMENT SYS	17	48	65
185 - STATE LIQUOR DISPENSARY	105	174	279
186 - STATE INSURANCE FUND	91	157	248
187 - IDAHO COMMISSION ON AGING	7	19	26
188 - COMMISSION ON HUMAN RIGHTS	9	14	23
189 - COMM-BLIND & VISUAL IMPAIR	22	29	51
190 - MILITARY DIVISION	157	46	203
194 - DIVISION OF HUMAN RESOURCES	20	20	40
195 - OFFICE OF SPECIES CONSERVATION	4	1	5
196 - COMMISSION ON THE ARTS	2	9	11
200 - DEPT OF ADMINISTRATION	115	53	168
210 - DEPARTMENT OF AGRICULTURE	252	207	459

## Measures

*Measures* are quantifiable amounts built into a cube. Measures may be a summary of information or calculations.

*Note: PowerPlay uses the first measure in the list of measures as the default.*

This cube has 15 measures available.

**default measure** →

- MEASURES
  - Count of Active Emp Positions
  - Avg Annual Eq Salary
  - Avg Pay Rate
  - Avg CSS Hours
  - Total CSS Hours
  - Avg Agency CSS Hours
  - Total Agency CSS Hours
  - Avg Vacation Hours
  - Total Vacation Hours
  - Avg Comp Hours
  - Total Comp Hours
  - Avg Sick Hours
  - Total Sick Hours
  - Avg EAL Hours
  - Total EAL Hours

## Dimension Line

Dimension  
Line



The *dimension line* shows the dimensions that are displayed in the dimension viewer. If the category you are looking for is not displayed, you can click on the *Next* arrow to view additional dimensions.

Next arrow

PowerPlay Web Explorer Statewide Employee Info Cube Rev1

Count of Active Emp Positions as values

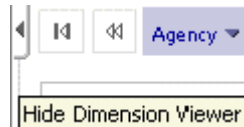
	Male	Female	Gender
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31

FLSA

- A - ADMINISTRATIVE EXEMPT
- B - ADMINISTRATIVE EXEMPT
- C - COVERED REGULAR (40HRS/7DAY PERIOD)1...
- D - EXECUTIVE EXEMPT
- E - EXECUTIVE EXEMPT
- F - COVERED FIREFIGHTERS(212HRS/7DAY PER...

You can choose to hide the dimension viewer so only the dimension line is displayed by clicking on the *Hide Dimension Viewer* arrow.

Hide  
Dimension  
Viewer  
Arrow



## Display Toolbar

The *display toolbar* allows you to select different displays, apply suppression, and export or save a report.



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

- |                      |                                   |
|----------------------|-----------------------------------|
| 1. Crosstab          | 10. Custom Exception Highlighting |
| 2. Chart             | 11. Custom Subset                 |
| 3. Options           | 12. Drill Through                 |
| 4. Swap              | 13. Agent                         |
| 5. Hide/Show         | 14. File                          |
| 6. Calculate         | 15. Help                          |
| 7. Rank              | 16. Save                          |
| 8. Zero Suppression  | 17. Save As                       |
| 9. 80/20 Suppression | 18. Return to Source              |



## Display Toolbar Icons



### Options

To be redirected to the original report, click the *Options* icon and click reset.



Options



Edit Title



Split View



Get Data Later



Reset

2) Click  
Reset



1) Click  
Options  
icon



### Calculate

The following calculations can be done in Statewide Cubes:

add  
subtract  
multiply  
divide  
percent  
percent of base  
cumulative percent  
rollup  
exponentiate  
accumulate  
forecast

To add a calculation, right-click the row heading or column heading that the calculation will be performed on, and then click *Insert Calculation*. The Calculation icon can also be used.



### Zero Suppression

To remove rows or columns containing all zeros, click the *Zero Suppression* icon.



### 80/20 Suppression

Use the *80/20 Suppression* icon to remove rows or columns whose absolute values are not in the top 80% of results. The removed rows or columns will be summarized into a single row or column that will be named "other." Data for the cells will be sorted in descending order and an absolute value total is calculated. The sorted values are added until the

cumulative total is eighty percent of the total. If the last value added to the cumulative total appears in more than one cell, all those cells are considered part of the 80%.



### Custom Exception Highlighting

*Custom Exception Highlighting* can be applied to all cell types, including calculations, calculated categories and measures.

When the Custom Exception Highlighting icon is clicked, the screen below will be displayed. The on screen instructions say, “To apply an exception, select a row, column or measure in the crosstab.” After you click the appropriate row, column or measure, click *Add...*

After you click on the item, click Add...

On screen instructions

Next, an additional screen will open that will allow the exceptions to be defined. The exception can be named under *Exception Name*, and the *From:* and *To:* fields can be typed in. Select the *Text:* and *Cell:* colors that will be used to identify these situations.

Value ranges are inclusive.

These definitions are stored so the exceptions will be available when you open the report.

Up to 20 custom exceptions can be defined and each of them can have up to five value ranges. These will appear in the *Defined Exceptions* list.

*Minimum* and *Maximum* values can be selected from the drop down menu.

**Exceptions**

Exception Name  
Exception1

Specify up to 5 exception ranges, and the text and cell colors to in the To: field.

From:	To:	Text:	Cell:
Minimum			

OK Cancel

Custom exception definitions can be edited and deleted. Changes can be made to the range values specified, their characteristics or the name.

**Exceptions**

Defined Exceptions

(none)  
Exception1

Add...  
Edit...  
Delete

To apply an exception, select a row, column or measure in the crosstab.

OK Cancel Apply

Click *Delete* to erase an existing exception. If you delete an exception that is currently being applied, the display will refresh automatically.

To delete a custom exception definition, select it from the Defined Exceptions list and click Delete. When you delete a custom exception that is currently applied, your display refreshes dynamically.

Custom Exception must be applied before it will appear in the report. Only one custom exception definition for a particular cell can be used at a time. When you apply an exception to a column, a row, or to the whole report, any exception that was previously applied to the same selection will be removed.

If a cell is at an intersection of two defined custom exceptions, the most recently applied exception will be visible for that cell.

Custom exceptions can only be used in a crosstab view. They can be defined in any view, but Statewide Cubes will ignore them.



## Custom Subset

A *Custom Subset* can be created, named and added as a link if the category you choose is in the report.

Subsets can be used as filters if they are not displayed in the report.

When you click the Custom Subset icon, the screen below will open.

1) Create a Custom Subset Name

2) Choose a Dimension:

3) Click Next

The 'Create Custom Subset' dialog box has a title bar 'Create Custom Subset'. It contains a text field for 'Custom Subset Name' with the value 'Custom Subset 1'. Below it is a dropdown menu for 'Dimension' with 'Agency Positions with' selected. There are two sections: 'Create a Custom Subset that is a static list of categories:' with a selected radio button for 'Select Categories', and 'Create a dynamic Custom Subset that is based on a rule:' with radio buttons for 'Define Rule by Search Criteria' and 'Define Rule by Measure Value'. At the bottom are 'Cancel', 'Back', 'Next', and 'Finish' buttons. An orange arrow points from the 'Next' button to the text '3) Click Next'.

You need to create a *Custom Subset Name*: and choose the *Dimension*: and click *Next*. A screen similar to this will open.

Add selections to the Results Set:

Click Finish

The 'Create Custom Subset By Selecting Categories (Agency Positions with Incumbant)' dialog box has a title bar 'Create Custom Subset By Selecting Categories (Agency Positions with Incumbant)'. It is divided into two panes: 'Available Categories' on the left and 'Results Set' on the right. The 'Available Categories' pane shows a tree structure with 'Agency Positions with Incumbant' as the root, containing sub-items like '140 - STATE CONTROLLER', '1010 - ADMINISTRATION', '2025 - ACCOUNTING ADMINISTRATION', '2026 - SYSTEM ADMINISTRATION', '2027 - ACCOUNTING OPERATIONS', '2028 - REVIEW AND REPORTING', '2029 - DSA CUSTOMER SERVICE CENT', '3035 - EIS ADMINISTRATION', '3037 - EIS PRODUCTION', and '3038 - EIS SUPPORT/DEVELOPMENT'. An orange arrow points from the '2026 - SYSTEM ADMINISTRATION' item to a green arrow button labeled 'Add to custom subset'. Below the panes are 'Cancel', 'Back', 'Next', and 'Finish' buttons. An orange arrow points from the 'Finish' button to the text 'Click Finish'.

Make your selections for the desired results and add them to the *Results Set*:, Click *Finish*.

The report will open and be filtered, giving you the results you selected.

Subsets can be created from items in the report by right clicking the categories you would like to create the subset on.

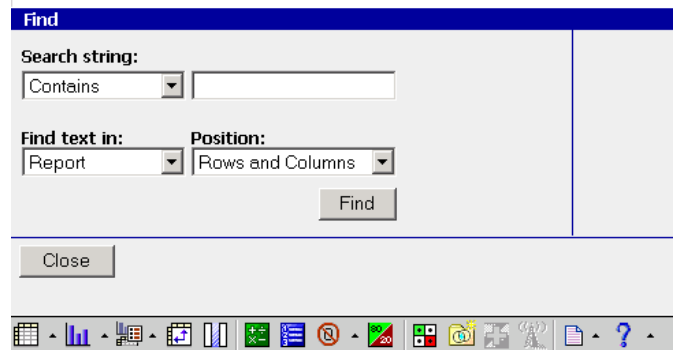


Subsets can be removed by using the *Reset* button in the upper-right corner of the screen.



### Help

The current report or cube can be searched to find specific information in your data. To use search, click the arrow to the right of the *Help* icon on the toolbar, and then click *Find*.



Select the *Search string*: Contains, Begins with or Ends with and type the text you would like to search for. Choose whether to *Find text in*: a Report or a Cube and choose whether to search Rows, Columns, or Rows and Columns under *Position*:. Searches can be limited to a particular dimension.



### Return to Source

Click *Return to Source* and you will be redirected to the Cognos Connection Portal.

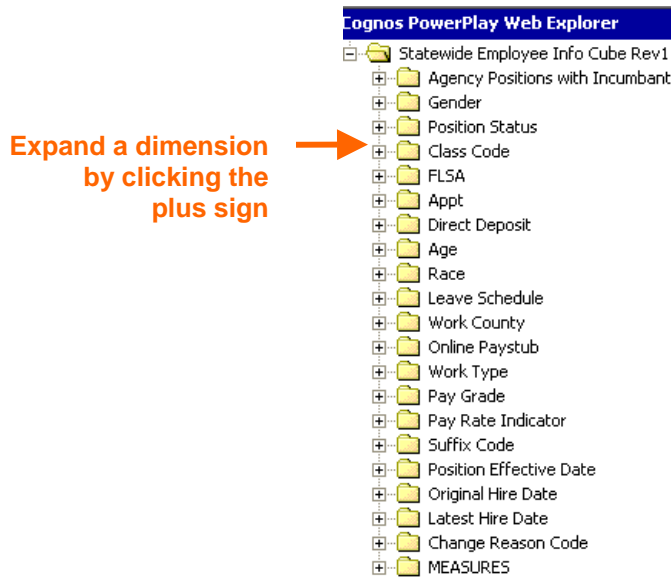
# Inserting Data



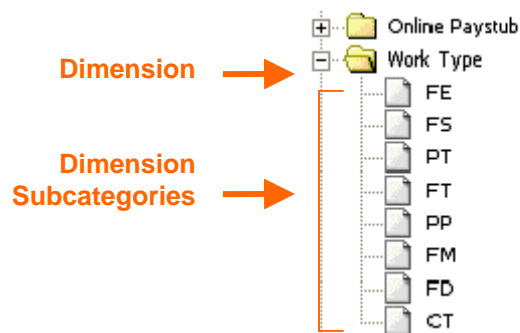
There are a number of ways you can view information and perform actions on the data in Statewide Cubes.

Each of the dimensions listed can be expanded to show specific information by clicking on the plus + sign.

## Viewing and Inserting a Dimension



Remember, when inserting dimensions, if the dimension is clicked, it will add all of the dimension sub categories. If a dimension subcategory is picked, only that specific item will be added.



For Example: If the dimension for the category Work Type is added, the results will display all work types like the example below.

<u><a href="#">102-LEGISLATIVE SERVICES</a></u>	<u><a href="#">FE</a></u>	\$0	\$0
	<u><a href="#">FS</a></u>	\$58,310	\$49,064
	<u><a href="#">PT</a></u>	\$0	\$14,560
	<u><a href="#">FT</a></u>	\$0	\$0
	<u><a href="#">PP</a></u>	\$0	\$2,139
	<u><a href="#">FM</a></u>	\$0	\$0
	<u><a href="#">FD</a></u>	\$0	\$0
	<u><a href="#">CT</a></u>	\$0	\$0
	<b>Work Type</b>	<b>\$58,310</b>	<b>\$45,174</b>

If one of the dimension sub categories, such as PT is selected, the results will only display the PT work types in the report. See the example below.

<u><a href="#">100-SENATE</a></u>	<u><a href="#">PT</a></u>	\$0	\$18,596
<u><a href="#">101-HOUSE OF REPRESENTATIVES</a></u>	<u><a href="#">PT</a></u>	\$0	\$0
<u><a href="#">102-LEGISLATIVE SERVICES</a></u>	<u><a href="#">PT</a></u>	\$0	\$14,560

## Adding Dimensions

Dimensions can be added by:

1. **Drag and Drop.** You will get different results depending on where you drag and drop data.
2. **Right Click.** Options selected from right clicking will determine where the category will be inserted.

### Drag and Drop



**Pointer A**      **Pointer B**

When you drag and drop you will notice the pointer will either look like pointer A or pointer B.



Pointer A will replace the blue section that is highlighted, with the information you have selected. See the example below.

Highlighted information is replaced

Statewide Employee Info Cube Rev1			
Agency Positions with Incumbant Gender Position Status Class Code			
Count of Active Emp Positions as values	Male	Female	Gender
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31
133 - CODE COMMISSION	3	0	3
140 - STATE CONTROLLER	38	52	90
150 - STATE TREASURER	6	11	17

Pointer B will insert the information you have selected in the column or row that is highlighted. See the example below.

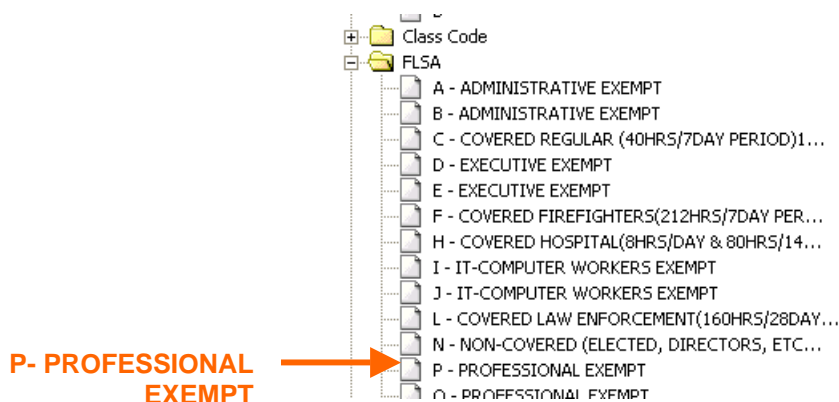
Statewide Employee Info Cube Rev1			
Agency Positions with Incumbant Gender Position Status Class Code			
Count of Active Emp Positions as values	Male	Female	Gender
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31
133 - CODE COMMISSION	3	0	3
140 - STATE CONTROLLER	38	52	90
150 - STATE TREASURER	6	11	17

Information is added into highlighted row

This next section will take you through four examples of different results achieved by using various methods of inserting data.

### Method 1: Drag and Drop Beside the Report

We will use P-PROFESSIONAL EXEMPT in this exercise.





Drag and drop P- PROFESSIONAL EXEMPT on the left side of the report so you get a long highlighted column like the example below.

Drag and drop  
Professional Exempt  
beside the report

Statewide Employee Info Cube Rev1			
Agency Positions with Incumbant Gender Position Status Class Code FLSA			
Count of Active Emp Positions as values	Male	Female	Gender
<a href="#">100 - SENATE</a>	38	52	90
<a href="#">101 - HOUSE OF REPRESENTATIVES</a>	61	76	137
<a href="#">102 - LEGISLATIVE SERVICES</a>	39	36	75
<a href="#">110 - JUDICIAL BRANCH</a>	194	110	304
<a href="#">120 - LIEUTENANT GOVERNOR</a>	1	6	7
<a href="#">130 - SECRETARY OF STATE</a>	9	22	31
<a href="#">133 - CODE COMMISSION</a>	3	0	3
<a href="#">140 - STATE CONTROLLER</a>	38	51	89
<a href="#">150 - STATE TREASURER</a>	6	11	17
<a href="#">160 - ATTORNEY GENERAL</a>	93	91	184
<a href="#">170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)</a>	49	104	153
<a href="#">180 - DIV - FINANCIAL MANAGEMENT</a>	12	11	23
<a href="#">181 - OFFICE OF THE GOVERNOR</a>	15	10	25
<a href="#">183 - PUB EMPLOYEE RETIREMENT SYS</a>	16	49	65
<a href="#">185 - STATE LIQUOR DISPENSARY</a>	106	180	286
<a href="#">186 - STATE INSURANCE FUND</a>	82	157	239

The report will show:

Count of Active Emp Positions as values			
	Male	Female	Gender
<a href="#">P - PROFESSIONAL EXEMPT</a>			
<a href="#">100 - SENATE</a>	0	0	0
<a href="#">101 - HOUSE OF REPRESENTATIVES</a>	0	0	0
<a href="#">102 - LEGISLATIVE SERVICES</a>	25	16	41
<a href="#">110 - JUDICIAL BRANCH</a>	0	0	0
<a href="#">120 - LIEUTENANT GOVERNOR</a>	0	0	0
<a href="#">130 - SECRETARY OF STATE</a>	0	0	0
<a href="#">133 - CODE COMMISSION</a>	0	0	0
<a href="#">140 - STATE CONTROLLER</a>	0	1	1
<a href="#">150 - STATE TREASURER</a>	0	0	0
<a href="#">160 - ATTORNEY GENERAL</a>	75	35	110
<a href="#">170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)</a>	28	37	65
<a href="#">180 - DIV - FINANCIAL MANAGEMENT</a>	2	0	2
<a href="#">181 - OFFICE OF THE GOVERNOR</a>	1	1	2

## Method 2: Drag and Drop Over the Report

Drag and drop P- PROFESSIONAL EXEMPT over the report.

Drag and drop  
Professional Exempt  
over the report

Statewide Employee Info Cube Rev1			
Agency Positions with Incumbant Gender Position Status Class Code FL			
Count of Active Emp Positions as values	Male	Female	Gender
100 - SENATE	38	52	90
101 - HOUSE OF REPRESENTATIVES	61	76	137
102 - LEGISLATIVE SERVICES	39	36	75
110 - JUDICIAL BRANCH	193	112	305
120 - LIEUTENANT GOVERNOR	1	5	6
130 - SECRETARY OF STATE	9	22	31
133 - CODE COMMISSION	3	0	3
140 - STATE CONTROLLER	38	52	90
150 - STATE TREASURER	6	11	17
160 - ATTORNEY GENERAL	90	93	183
170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)	48	106	154
180 - DIV - FINANCIAL MANAGEMENT	12	11	23
181 - OFFICE OF THE GOVERNOR	16	10	26
183 - PUB EMPLOYEE RETIREMENT SYS	17	48	65
185 - STATE LIQUOR DISPENSARY	105	174	279
186 - STATE INSURANCE FUND	91	157	248
187 - IDAHO COMMISSION ON AGING	7	19	26
188 - COMMISSION ON HUMAN RIGHTS	9	14	23
189 - COMM-BLIND & VISUAL IMPAIR	22	29	51
190 - MILITARY DIVISION	157	46	203
194 - DIVISION OF HUMAN RESOURCES	20	20	40
195 - OFFICE OF SPECIES CONSERVATION	4	1	5
196 - COMMISSION ON THE ARTS	2	9	11
200 - DEPT OF ADMINISTRATION	115	53	168
210 - DEPARTMENT OF AGRICULTURE	252	207	459

The cube will change and only show the average.

Count of Active Emp Positions as values	Male	Female	Gender
P - PROFESSIONAL EXEMPT	2751	2160	4911

## Method 3: Right Click

Right click on P- PROFESSIONAL EXEMPT and add it as a Nested Row and also as a Nested Column by clicking *Nest Rows* and *Nest Columns*.

1) Click Nest Rows  
2) Click Nest Columns

Replace Rows  
Replace Columns  
Filter  
Nest Rows  
Nest Columns  
Find...

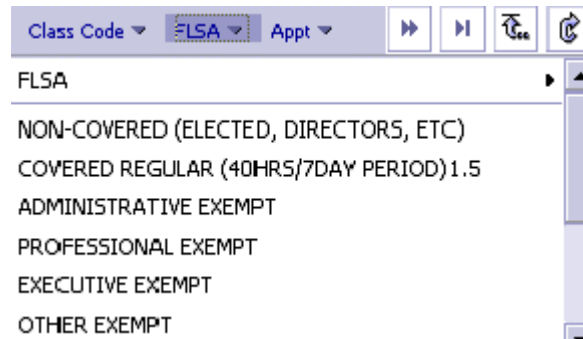
The cube will display similar to the view shown below.

Statewide Employee Info Cube Rev1					Coc
<div> <div>14</div> <div>Agency Positions with Incumbant</div> <div>Gender</div> <div>Position Status</div> <div>Class Code</div> </div>					
Count of Active Emp Positions as values		Male	Female	Gender	
		P - PROFESSIONAL EXEMPT	P - PROFESSIONAL EXEMPT		
<a href="#">100 - SENATE</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">101 - HOUSE OF REPRESENTATIVES</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">102 - LEGISLATIVE SERVICES</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	28	17	45	
<a href="#">110 - JUDICIAL BRANCH</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">120 - LIEUTENANT GOVERNOR</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">130 - SECRETARY OF STATE</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">133 - CODE COMMISSION</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">140 - STATE CONTROLLER</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	1	1	
<a href="#">150 - STATE TREASURER</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	0	0	0	
<a href="#">160 - ATTORNEY GENERAL</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	72	37	109	
<a href="#">170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	29	41	70	
<a href="#">180 - DIV - FINANCIAL MANAGEMENT</a>	<a href="#">P - PROFESSIONAL EXEMPT</a>	1	0	1	
<a href="#">181 - OFFICE OF THE</a>	<a href="#">P - PROFESSIONAL</a>	~	~	~	

#### Method 4: Add from Dimension Line

Add the PROFESSIONAL EXEMPT dimension from the dimension line across the top of the report. This will filter on that selection:

Add PROFESSIONAL EXEMPT from the dimension line



When filtering on PROFESSIONAL EXEMPT the cube should look like this:

Count of Active Emp Positions as values	Male	Female	Gender
<a href="#">100 - SENATE</a>	0	0	0
<a href="#">101 - HOUSE OF REPRESENTATIVES</a>	0	0	0
<a href="#">102 - LEGISLATIVE SERVICES</a>	25	16	41
<a href="#">110 - JUDICIAL BRANCH</a>	0	0	0
<a href="#">120 - LIEUTENANT GOVERNOR</a>	0	0	0
<a href="#">130 - SECRETARY OF STATE</a>	0	0	0
<a href="#">133 - CODE COMMISSION</a>	0	0	0
<a href="#">140 - STATE CONTROLLER</a>	0	1	1
<a href="#">150 - STATE TREASURER</a>	0	0	0
<a href="#">160 - ATTORNEY GENERAL</a>	75	35	110
<a href="#">170 - SUPT OF PUBLIC INSTRUCTION (DPT OF EDUC)</a>	28	37	65
<a href="#">180 - DIV - FINANCIAL MANAGEMENT</a>	2	0	2
<a href="#">181 - OFFICE OF THE GOVERNOR</a>	1	1	2
<a href="#">183 - PUB EMPLOYEE RETIREMENT SYS</a>	1	1	2
<a href="#">185 - STATE LIQUOR DISPENSARY</a>	0	0	0
<a href="#">186 - STATE INSURANCE FUND</a>	22	9	31
<a href="#">187 - IDAHO COMMISSION ON AGING</a>	0	0	0
<a href="#">188 - COMMISSION ON HUMAN RIGHTS</a>	0	0	0
<a href="#">189 - COMM-BLIND &amp; VISUAL IMPAIR</a>	0	0	0
<a href="#">190 - MILITARY DIVISION</a>	11	3	14
<a href="#">194 - DIVISION OF HUMAN RESOURCES</a>	0	0	0
<a href="#">195 - OFFICE OF SPECIES CONSERVATION</a>	2	0	2
<a href="#">196 - COMMISSION ON THE ARTS</a>	1	4	5
<a href="#">200 - DEPT OF ADMINISTRATION</a>	8	2	10
<a href="#">210 - DEPARTMENT OF AGRICULTURE</a>	18	10	28

*Note: There is no undo, but the back button on the browser works.*

## Additional Functions



### Drill Down

To drill down a level within a dimension, click the column-heading hyperlink. The next level within the cube will be displayed.

[100-SENATE](#)  
[101-HOUSE OF REPRESENTATIVES](#)  
[102-LEGISLATIVE SERVICES](#)

Click  
column-heading  
hyperlink

For example: by clicking on the Legislative Services hyperlink, the pay locations for that agency will be displayed.

Pay Locations are  
displayed

[01:LEGISLATIVE SERVICES OFFI](#)  
[06:PERFORMANCE EVALUATIONS](#)  
[102-LEGISLATIVE SERVICES](#)

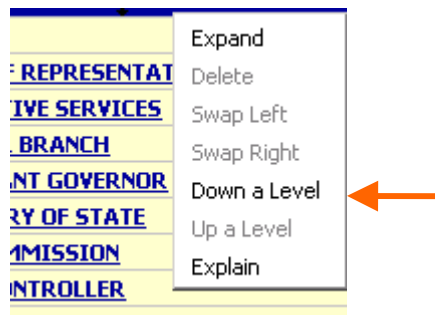
The next drill down would take you to employees within each of the pay locations.

You can also drill down using the dimension viewer and the left mouse button or the right mouse button.

The light blue bar with  
the black arrow will  
display different  
results depending on if  
you click it with the left  
mouse button or the  
right mouse button.

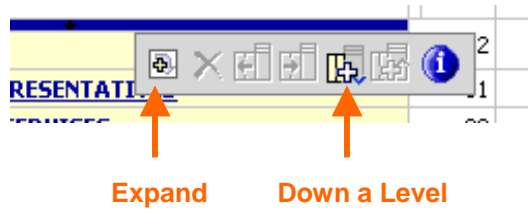
Avg Annual Eq Salary as values	
↓	
<a href="#">100-SENATE</a>	
<a href="#">101-HOUSE OF REPRESENTATIVES</a>	

### Using the Right Mouse Button



Choosing *Down a Level* will drill to the next level and display all categories that make up that level. In this case, each pay location within each agency would be displayed.

## Using the Left Mouse Button



**Expand** – will display the next level as an additional column within the report.



**Down a Level** – will display the next level (in this situation, pay location)

Let's compare them:

### Expand

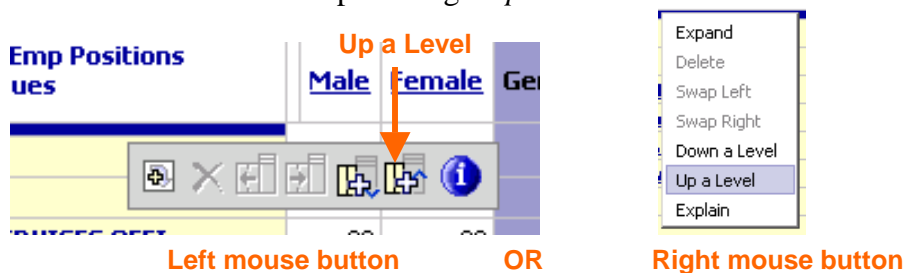
<u>101-HOUSE OF REPRESENTATIVES</u>	<u>:HOUSE</u>	\$16,960	\$21,390
	<b>101-HOUSE OF REPRESENTATIVES</b>	<b>\$16,960</b>	<b>\$21,390</b>
<u>102-LEGISLATIVE SERVICES</u>	<u>01:LEGISLATIVE SERVICES OFFI</u>	\$58,295	\$47,143
	<u>06:PERFORMANCE EVALUATIONS</u>	\$58,432	\$34,148
	<b>102-LEGISLATIVE SERVICES</b>	<b>\$58,310</b>	<b>\$45,174</b>

### Down a Level

<u>:SENATE</u>	\$15,560	\$23,929	<b>\$17,701</b>
<u>:HOUSE</u>	\$16,960	\$21,390	<b>\$19,369</b>
<u>01:LEGISLATIVE SERVICES OFFI</u>	\$58,295	\$47,143	<b>\$53,176</b>
<u>06:PERFORMANCE EVALUATIONS</u>	\$58,432	\$34,148	<b>\$44,941</b>
<u>:JUDICIAL BRANCH</u>	\$72,479	\$48,738	<b>\$64,173</b>

From either of these views, drilling down or expanding to the next level would display employee information.

When you have drilled into a report, you can use both methods discussed above. There is also an option to go *Up a Level*.

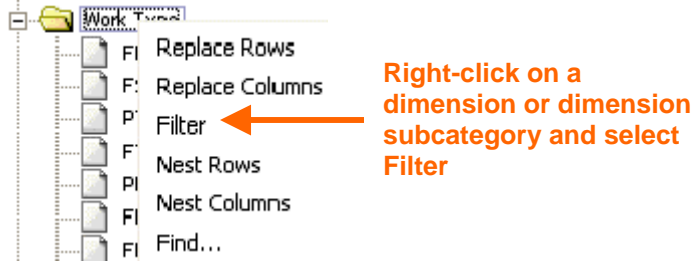


*Note: You can add additional dimensions at any time, to further filter your report or to find additional information.*

## Filter


### Adding a Filter

Filters can be done at the dimension or dimensions subcategory levels. To filter, right-click on a dimension or dimension subcategory, and then select *Filter*. The dimension or subcategory must be displayed in the existing report before it can be filtered on. If one of the other dimensions is selected, the report will appear to be doing a refresh, but no changes will be made.



### Removing a Filter

Removing a filter can only be done in this cube by deleting the category from the report.

Normally, all filters can be removed by clicking the  *Reset Dimensions* icon on the dimension line.

## Nesting Categories

There are multiple ways of accomplishing nesting. You can drag and drop or right-click.

### Drag and Drop

Put the dimension you want to nest into the column or row where you would like the information further defined.

### Right Click

Right-click will also give you options to “Nest Row” or “Nest Column”. In the example below, Pay Stub Switch is nested in the Gender Column.

Avg Annual Eq Salary as values	M			E			Gender
	N	Y	Online Paystub	N	Y	Online Paystub	
100-SENATE	\$15,646	\$0	\$15,646	\$0	\$0	\$0	\$15,646
101-HOUSE OF REPRESENTATIVES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
102-LEGISLATIVE SERVICES	\$0	\$72,821	\$72,821	\$0	\$54,018	\$54,018	\$63,419
110-JUDICIAL BRANCH	\$0	\$41,701	\$41,701	\$0	\$45,021	\$45,021	\$43,361


*Note: As you drag the category over the nest level area, the area becomes highlighted.*

To remove Nested Categories right-click the level selector area for the nested category, and click Delete.

## Sorting Values

Row and column values can be sorted in ascending or descending order.

Data will remain sorted until you drill down or drill up.

Select the row or column you want to sort. That row or column will become highlighted and the *Sort* icon  will appear in the row or column heading.

This row was selected  
and the Sort icon  
appeared


Click the Sort icon

Count of Active Emp Positions as values	Male	Female	Gender
 140 - STATE CONTROLLER	38	51	89
Agency Positions with Incumbant	38	51	89

Click the icon, and choose the *Sort Ascending* or *Sort Descending*. To remove the sorting, click the Sort icon, and then click *No Sort*.

Choose to Sort  
Descending or Sort  
Ascending.

To remove the sort  
click No Sort

Count of Active Emp Positions as values	Male	Female	Gender
 140 - STATE CONTROLLER	38	51	89
Agency Positions with Incumbant	38	51	89

Sort Descending

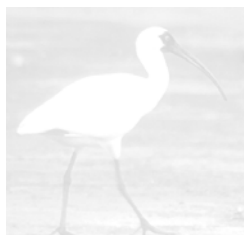
Sort Ascending

No Sort



# Training & Contact Information

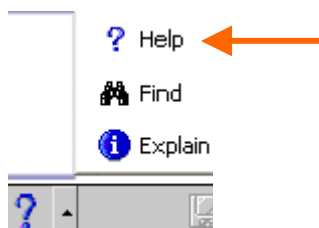
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## Training

For additional information or to take a Quick Tour go to Help.

The Quick Tour is located under Contents in Help.



## Contact Information

If you have problems, please contact the Helpdesk at 334-4808 or by e-mail at [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov)

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